

30. A computer-implemented method for automating administration of physician transcriptions in a medical office, said method comprising the steps of:

maintaining an office automation system configured to automatically perform a plurality of tasks for administration of physician transcriptions, the office automation system including a database containing provider information and patient information;

inputting digital representations of a plurality of physician transcriptions to the office automation system; and

automatically generating one or more administrative reports associated with the physician transcriptions from the office automation system, the one or more administrative reports being of a type selected from a group consisting of departmental management reports, data availability reports, provider workload status reports, transcription tape status reports, medical record review status reports, and chart location reports, said automatic generation including populating fields in the reports with provider and/or patient information from the database where appropriate.

31. The computer-implemented method of claim 30, further comprising the step of maintaining information relating to a current workload for each of a plurality of transcriptionists.

32. The computer-implemented method of claim 31, further comprising the step of assigning a transcription tape to a transcriptionist based upon the current workload information.

33. The computer-implemented method of claim 30, further comprising the step of managing performance of transcription tasks by an off-site service provider.

34. The computer-implemented method of claim 33, further comprising the step of receiving an electronic transmission of a transcription from the off-site service provider.

35. The computer-implemented method of claim 30, wherein said method is provided as a subscription service.

36. A computer-readable storage medium containing a set of instructions for execution by a computer, the set of instructions serving to automate administration of physician transcriptions in a medical office, said set of instructions comprising instructions for:

maintaining an office automation system configured to automatically perform a plurality of tasks for administration of physician transcriptions, the office automation system including a database containing provider information and patient information;

inputting digital representations of a plurality of physician transcriptions to the office automation system; and

automatically generating one or more administrative reports associated with the physician transcriptions from the office automation system, the one or more administrative reports being of a type selected from a group consisting of departmental management reports, data availability reports, provider workload status reports, transcription tape status reports, medical record review status reports, and chart location reports, said automatic generation including populating fields in the reports with provider and/or patient information from the database where appropriate.

37. The computer-readable storage medium of claim 36, wherein the set of instructions further comprises instructions for maintaining information relating to a current workload for each of a plurality of transcriptionists.

38. The computer-readable storage medium of claim 37, wherein the set of instructions further comprises instructions for assigning a transcription tape to a transcriptionist based upon the current workload information.

39. The computer-readable storage medium of claim 36, wherein the set of instructions further comprises instructions for managing performance of transcription tasks by an off-site service provider.

40. The computer-readable storage medium of claim 39, wherein the set of instructions further comprises instructions for receiving an electronic transmission of a transcription from the